

## PROCUREMENT METHODS

- **Requests for Quotations (RFQ's)** are normally used for purchases valued below \$30,000, unless the complexity of the terms and conditions requires the added controls of the formal bid process. Purchasing solicits written quotations for these requirements. The Quote is awarded to the lowest responsive and responsible vendor.
- **Formal Competitive Sealed Bids** are used for purchases valued at \$30,000 or higher. The Invitation for Bid (IFB) is a formal procurement method utilizing detailed specifications, advertising and a Public Bid Opening at a prescribed time and date. Bid openings are held in the Purchasing Department, unless otherwise stated. Contracts resulting from the bid process may be for a one-time purchase or a term contract. All vendors registered within the commodity will be emailed a notice of an Invitation for Bid.
- A **Sole Source Purchase** is exempt from quotation and bid requirements. For any commodity to be considered a sole source item, it must be the only product, which will produce the desired result, and it may be available from only one source of supply.
- **Requests for Proposal (RFP's)** are normally used when it is not possible to identify exact specifications and/or if the issue of "how to achieve the desired result" is best left up to the vendor to propose. The RFP may also be used when factors other than price must be considered in selecting a vendor. Awards are based on the evaluation of a selection committee, which rates each proposal against the published selection criteria.

## WHERE TO FIND BID INFORMATION

You may learn of an Invitation for Bid or Request for Proposal from our new email notification system, our web site, eMarylandMarketplace, or on Frederick County Government Television – Cable Channel 19.

A listing of our Invitations for Bid and Requests for Proposal are updated regularly. Amendments to our Invitations for Bid and Requests for Proposal are added as they occur. Notification of posted, award recommendations are updated regularly. Bid and award information can be found at [www.FrederickCountyMD.gov/purchasing](http://www.FrederickCountyMD.gov/purchasing)

If you become aware of a Bid or Request for Proposal in any manner, you may obtain the necessary documents by downloading the documents from our web site, free of charge. Occasionally, the documents have a cost associated with them. You can obtain them by writing, or visiting the Frederick County Purchasing Department. When you request your Bid/RFP package, ask for it by Number and Title. This information appears in all advertisements, solicitations and notices. Enclose your check or money order for the advertised amount, payable to Board of County Commissioners, Frederick County, Maryland, along with your request and mail it to the address on the front of this brochure. Include firm name, address, phone number and individual's name.

[www.FrederickCountyMD.gov/purchasing](http://www.FrederickCountyMD.gov/purchasing)

## FREDERICK COUNTY GOVERNMENT PURCHASING GUIDE



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# INTRODUCTION

This guide has been prepared to familiarize you with the policies and procedures in doing business with Frederick County. The demand for goods and services within the County, results in a continuous need for items of every nature and description. In an effort to stimulate competition, we want to provide all interested vendors an opportunity to offer their products and services to Frederick County. We are constantly looking for new sources of supply and encourage vendors to register with the Purchasing Department.



## ONLINE VENDOR REGISTRATION

The recommended first step to doing business with Frederick County is becoming a Registered Vendor. To register, go to

[www.FrederickCountyMD.gov/purchasing](http://www.FrederickCountyMD.gov/purchasing)

and click on VENDOR REGISTRATION. Frederick County's registration process requires key pieces of information. Please make sure you have Company Address Information, General Organization Contact Information, and your Federal Employer Identification Number before starting the registration process.

Based on the commodity information you provide the Purchasing Department on the vendor registration, you will receive notification, via email, of current Invitations for Bid and Requests for Proposal, and may be contacted for Requests for Quotation for the goods and services you supply. The type of purchasing method used will depend upon the complexity of the good or service requested and the estimated dollar values of the procurement. If you do not have access to a computer, drop by our office during the hours of 8:00 AM and 4:00 PM to use our in-house computer station.

## CHANGES IN VENDOR INFO

The Vendor Registration System is self-administered. **You** are responsible for the content of your file and any subsequent updates.

## QUALIFICATIONS OF BIDDERS

Qualifications of Bidders are not reviewed prior to placement on the vendor list, and placement on the vendor list does not mean that the Purchasing Department considers your firm to be a "responsible" bidder.

The Purchasing Department, together with the using Department, determines the necessary Qualifications of Bidders for each project, and vendor "responsibility" is reviewed on a bid-by-bid basis.

## SMALL/MINORITY/WOMEN BUSINESS ENTERPRISES

Frederick County Board of County Commissioners encourages all segments of the business community to participate in its purchasing program.

## HELPFUL TIPS ON DOING BUSINESS WITH FREDERICK COUNTY

Be sure that written quotation requests and bid documents are signed by an authorized member of your firm - otherwise they are not acceptable.

Read bid documents thoroughly and follow all instructions and conditions. Failure to do so could result in rejection of your bid.

Submit your bid before the specified closing date and time.

Initial in ink all erasures and corrections in bid document prior to bid opening. If the intent or legibility of the correction is not clear, the bid may be rejected.

Include Bid Deposit with bid response, if required. Include supporting literature with bid response or quote, if required.

Acknowledge all amendment(s) and include with bid response.

Deliver items as bid or quoted. No substitutions will be accepted without prior approval. Ask questions sufficiently prior to bidding to clear up any doubt.